

**RECREATION LEADER III
TEMPORARY/SEASONAL
All Facilities**

This is a seasonal, temporary position in the Recreation Division. The incumbent will assist other Recreation staff in carrying out day, week-end and summer recreational activities.

In addition to the duties of the Recreation Leader II, the Recreation Leader III will organize, plan, direct, conduct and evaluate recreational programs and activities of all age groups, meet with interested groups and individuals to discuss recreational programs and facilities, act as a liaison to the instructors/consultants communicating information to and from the Recreation Supervisor, observe and enforce safety regulations and perform related duties as assigned.

Incumbents should have knowledge in youth sports and games, arts and crafts and children's activities, basic office procedures; skill in communicating tactfully and effectively with the public, prioritizing work and coordinating several activities, using initiative and sound independent judgment within established guidelines, operating standard office equipment, organizing and maintaining office files; ability to work outdoors in a variety of weather and atmospheric conditions, work irregular hours, shifts, or weekends as required, follow established safety regulations, perform in active physical events, follow oral and written instructions, take instructions from immediate supervisor and follow through with instructions, work harmoniously with staff, program participants and the general public, engage youth in activities and motivate participants, enforce City and Department rules and regulations, maintain excellent public relations with participants, parents and community members. Requirements for this position are:

Must be at least 18 years of age; have actively participated in sports programs, leadership, music, arts and/or music classes, or similar activities; experience supervising children and communicating with parents and the general public; have some experience in leadership activities and a minimum of two year's experience as a Recreation Leader II of related work.

Education level: Have achieved Junior status in a four-year degree program related to Recreation/Leisure studies, Physical Education, Public Relations or enrolled in a similar graduate program. Related experience can be substituted for up to one year of required education. Must pass a mandatory drug screen and fingerprinting and possess a valid California Class C driver's license in compliance with adopted City driving standards.

The following machines, tools and equipment will be used:

Automobile, keys to City locks, forms, pencils, and pens, computer monitor, keyboard and printer, copy machines, fax machines, calculator, telephone, recreation equipment.

Physical demands:

Mobility, speaking/hearing, seeing, sitting, standing, or walking for expended periods of time, use of fingers/manual dexterity, driving.

Environmental and atmospheric conditions:

Indoors: office conditions, 50% of time, outdoors: varying conditions, 50% of time, noise level: conducive to office and field setting, lighting: conducive of office and field setting, flooring: low level carpeting, ventilation: provided by central air conditioning, dust: normal, indoor levels, travel.